

DDA 81-2229

2 1 1981

MEMORANDUM FOR: Director of Data Processing

ODP # 81-1455

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Uniform Planning Procedures for the  
Directorate of Administration

1. You are hereby requested to prepare a short five-year plan, outlining Office goals and establishing Office objectives to attain these goals. The plan established for your Office must be flexible and, to the extent feasible, integrated with the program and budget.

2. The Office five-year plan should take the form of a relatively brief document (no more than 6-8 pages). It should delineate the primary goals which your Office will pursue over the next five years. Attachment A is the format to be used. If your Office already publishes a planning document in a different format please extract relevant information, but do not write a new plan. Attachment B is a list of Directorate goals for your guidance. Your Office goals should be shaped to support the accomplishment of the Directorate goals. Attachment C is a list of planning assumptions that were considered in the formulation of Directorate goals and which may be of value in drafting Office plans.

3. You are requested to select those goals which should be tracked during the initial year of the plan and to establish milestones which will be achieved on a quarterly basis. After your five-year plan, first-year tracking objectives, and milestones are approved, we will meet with you and your officers on a quarterly basis to discuss progress and problems. The milestone chart (attachment D) will be used to track your component's accomplishments. Conferences will be coordinated by the Planning Officer, DDA/MS, who will also publish the minutes of each conference. Action items which result from the conferences will be addressed in the minutes. With your first submission, please identify a focal point for your planning activity. Presentations at the conferences will be given by officers responsible for the given objectives. Conferences will take place in your area.

4. I believe that these procedures are relatively simple, minimize paper work, and hopefully will assist both of us in carrying out our respective responsibilities. The planning will provide me with a better understanding of our activities and problems. It will also allow me to meet and assist in the prioritization of our goals and objectives and it will serve as a mechanism by which we can have a continuing, meaningful dialogue regarding the accomplishment of our mission.

5. Please submit your proposed Office plans (with first-year objectives and milestones) to [redacted] Planning Officer, DDA Management Staff, [redacted] by 1 December 1981.

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[redacted]  
Harry E. Fitzwater

Attachments  
As Stated

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Attachment A

Suggested Outline  
Office of Data Processing

I. Introduction

II. Assumptions

Brief description of the projected environment in the years covered by the plan

III. Goals

Major efforts to be undertaken by the Office over the next 5 years in order to meet the DDA's objectives

IV. Objectives

A list of those critical activities which the Office will undertake in order to meet its stated goals

V. First-Year Schedule

Delineate and forecast accomplishments and targets by quarters

VI. Resource Implications

A listing of the most critical budgetary implications involved in the Office's objectives. This list should concentrate most heavily on the upcoming program year. Detailed budgetary figures should be avoided. If there are staffing problems which may occur over the period of the plan, these problems should be briefly outlined in this section.

SUBMITTED: \_\_\_\_\_  
Office Director

APPROVED: \_\_\_\_\_  
Deputy Director for Administration

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Attachment B

GOALS

1. Personnel is the single most important resource of the Directorate. Consequently, our primary goal is to create a work environment wherein our people are encouraged to develop as individuals and are given opportunity to attain their fullest potential. We must manage an effective career development system which is multi-faceted, maximizing the potential of the employee as well as his/her contribution to the Organization. Each Office shall establish a dynamic personnel management process which provides effective career management for all employees. This process will respond to the changing needs of the Agency and the intelligence profession; develop programs which meet component needs; and establish realistic succession planning for senior management positions. EEO, affirmative action programs, and training shall be incorporated into this goal.

2. In conjunction with our primary goal and of equal importance, each Office shall instill in its employees a renewed sense of discipline and dedication to the high standards and principles espoused by the Agency, particularly in the areas of personal integrity and security. Our objective is to stop the deterioration in security attitudes which have eroded the effectiveness of our mission over the past decade. In addition, we must rekindle an esprit de corps, a teamwork approach, and a deep sense of pride in self and mission accomplishment to sustain our personnel, not only throughout their Agency careers, but also during their post employment years.

3. Maximize the effective utilization of existing facilities and space while taking appropriate action for additional needs. Each manager shall give special attention (over and above the general scope of Logistics' responsibility) to the cleanliness and safety of the working environment. There shall be a clear recognition of the interdependence of health and safety on our productivity. The working environment shall be managed and maintained in such a manner that it is conducive to improved morale and that it enhances the efficiency of our activities.

4. All Directorate activities shall be conducted in an efficient manner with emphasis upon streamlining records holdings, reducing waste, avoiding duplication of efforts, using cost savings techniques, and maximum utilization of existing resources. To accomplish this, we must anticipate and

aggressively pursue developing requirements and formulate improved mechanisms for inter-and intra-Directorate coordination.

5. Make preparations for supporting unanticipated world-wide intelligence demands and requirements caused by a surge in collection and/or analysis efforts.

6. The Directorate will pay appropriate attention to utilizing R&D programs to exploit ''state-of-the-art'' capabilities and to ensure that Directorate support is second to none. We must also ensure proper planning for the recapitalization of resources so that the Directorate will fulfill projected missions and functions in a modern and efficient manner.

7. Establish Disaster/Emergency Planning which focuses attention on contingency planning and develops mechanisms and procedures which will maintain essential support capabilities under adverse conditions. The Directorate must prepare for the continuity of essential functions during periods of national emergency and for the relocation and/or reconstitution of Agency elements.

8. The Directorate's mission in providing services of common concern in a prompt and efficient manner must be emphasized. Directorate support activities must be responsive, innovative, and timely. Our support endeavors will enhance, not impede, the efficiency of Agency operations and assist the accomplishment of its mission.

9. Eliminate those areas of duplication which occur in providing services of common concern. Particular attention should be paid to services provided to our Agency by other government organizations. In addition, identify those areas which could be performed more efficiently by contracting to the commercial market.

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Attachment C

ASSUMPTIONS

1. During the next five years, it is likely that the Agency will experience a continued growth in requirements. As a result, the Directorate may expect increased demands for expanding services. We may expect the resource base of the Directorate to increase, however, there must be continued emphasis on cost effectiveness and efficiency.

2. Anticipated requirements which may call for expanded administrative support are: increase in the Agency's population

Community activities, and increased utilization of information handling systems.

3. While we may experience some minor adjustments within our current Directorate structure to adapt to changing and/or expanding requirements, there will not be any major reorganizations.

4. A surge capability for quick responses to unanticipated intelligence demands will be needed and it will require a support structure which is equally flexible.

5. Covert action operations will receive increased emphasis from the policy makers; an effective capability in this area will be developed which will require significant support from the Directorate of Administration working closely with the Directorate of Operations. In addition, we will be required to support quick-reaction, antiterrorism capabilities.

6. As new technical collection systems continue to be developed, the Directorate will be called upon to support additional general contracting activities, ground stations, and logistics systems.

7. Activities in support of a new building on the Headquarters compound will continue.

8. The emphasis on increased analytical capabilities (languages, country expertise, amalgamation of multiple-source

data) will continue and will require additional administrative support in terms of training, physical plant, equipment, etc.

9. The Agency will adopt a multi-year, target-oriented program approach as a budgetary strategy. Support resources will be incorporated into a total program concept.

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Attachment D

Date Submitted:

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DATA PROCESSING LONG-RANGE MANAGEMENT PLAN

FY81 - FY88

(An Abbreviated Version)

1. INTRODUCTION

This abbreviated version of the Data Processing Long-Range Management Plan for FY81 - FY88 is in response to the Deputy Director of Administration memorandum DDA 81-2229, dated 2 November 1981, entitled "Uniform Planning Procedures for the Directorate of Administration." Since the Office of Data Processing (ODP) is a user as well as a provider of Agency-wide support, many of the specific objectives are shared with other Directorate of Administration (DA) components. Of the five objectives selected, three are shared with other DA components. ODP has primary responsibility for the objectives shared with the Office of Logistics (OL) and the Office of Finance (OF), whereas the Office of Communications (OC) has primary responsibility for the new message-processing objective shared with ODP.

2. ASSUMPTIONS

The Office of Data Processing (ODP) assumes that financial resources will barely keep pace with inflation, and manpower resources will not keep pace with the demand for automatic data processing (ADP) programming support. Further, ODP also assumes that limited computer space will be a restricting factor in expanding ADP services and in accommodating "surge" activities. Increasingly, users will be involved in developing, maintaining, and supporting their own software and in providing the necessary support.

Significant increases in ODP capabilities will be for well-defined and well-justified projects of major importance. ODP, however, will be able to meet part of the demands by hardware and software improvements as well as by improved availability of existing resources.

3. GOALS

In developing a program that will complement the Directorate mission, ODP will commit resources in several areas. Those listed below are not all inclusive, but highlight the range and diversity of ODP goals.

ODP Personnel

To continue meeting the challenges foreseen during this planning period, ODP must make every effort to not only maintain its current staff of highly

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capable personnel, but also to improve their capabilities through careful selection, proper training, and exacting rotational and on-the job assignments. Increased requirements demand that a high degree of professionalism be achieved at a more rapid pace at all organizational levels. For both staff and contract personnel, the in-house training program must be expanded to cover the range of ADP disciplines and to fully complement the software needed for the central computer facility.

### Security

Security is an ongoing responsibility in the operation and control of a multifaceted, data-processing organization. ODP has made many procedural, hardware, and software modifications to ensure that data are protected from inadvertent disclosure. Existing security measures must be monitored continually for enforcement and possible improvements, and new security approaches must be designed, developed, and implemented.

### CAMS (COMIREX Automated Management System)

CAMS, as currently designed, has reached its maximum capability. Major new collection systems, which will become operational in FY84, will require an enhanced system--CAMS II. The current system will be frozen at the end of FY82 to allow completion of CAMS II to coincide with the new collection system (FY84). ODP's goal is to maintain the present system while developing the processing segment for an enhanced CAMS II system, scheduled to become operational in FY84.

### Project SAFE

Project SAFE, under development by the Special Projects Staff (SPS), is now in the system-development phase and site preparations have been completed. The Wideband BUS Communications System (WBCS) is already installed in the Headquarters building for the Support for the Analysts' File Environment (SAFE) system and will eventually be used for other services. National Foreign Assessment Center (NFAC) and Defense Intelligence Agency (DIA) funds are used for this project. The plan calls for SAFE to be phased in over a number of years, with about 460 users in the user group for Block 1. SAFE will be required to manage access to intelligence documents and open-source information received by CIA in hard copy and electrical form, and will be used for intelligence analysis and production. Electronically transmitted documents, arriving at approximately 3500 messages per day, will be stored in various computer-controlled files within the SAFE system. ODP's goal is to integrate the SAFE data-processing functions into ODP, the WBCS functions into OC, and user-support functions into the Office of Central Reference (OCR). These goals will be implemented to ensure the fulfillment of SAFE requirements and to provide effective SAFE management within those organizational components.

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### Corporate Management Systems

ODP is deeply involved in developing and upgrading the corporate management systems used by the Agency in its day-to-day operations. Working closely with the Offices of Logistics and Finance, we have committed major resources to new logistics and unified payroll systems. In addition, ODP is a major supporter of OL in its efforts to automate the printing and reproduction process. The automation of medical records also is an ongoing endeavor with the Office of Medical Services (OMS). A new Personnel Resource Information Management (PRIM) system is being developed jointly with the Office of Personnel (OP) to make data from the PERSIGN system more readily available to Agency line managers.

### Office Automation

ODP plans a variety of tools which, when properly implemented, will offer significant improvements in many routine office functions. Word processing (WP) and word-processing equipment (WPE) are the most visible of the office automation tools and, to date, the most difficult to manage. Yet, managing WPE is one of the keys to a successful office automation plan. The moment information is typed, the capability should exist for transferring it to an EDP environment. The automated office will provide a category of services to customers that will allow a smooth transition to automation with software and hardware that are both friendly and adaptable to normal office environment.

### User Programming Support

Innovations in the fields of telecommunications and database systems have presented opportunities for end-users to develop their own systems, structured to the needs and priorities of their organization. ODP has placed the tools at the disposal of users to make this a viable option for many customers, and this has led to the development of a new class of service. This trend toward user involvement is an inevitable result of a data-processing network's growth. ODP's goal is to create a variety of services that provide a range of support to user programming, with emphasis on software packages adaptable to the maximum number of requirements.

## 4. OBJECTIVES

ODP has selected five objectives for systematic reporting that are supportive and relevant to ODP and DA goals. While there are many other ODP objectives, the following are selected because of their impact on other directorates, other offices, and the total Directorate of Administration effort to fulfill its mission.

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DA1: COMIREX Automated Management System (CAMS)

ODP is responsible to COMIREX (DCI Committee on Imagery Requirements and Exploitation) for the development and operation of CAMS. ODP also is responsible for the development of the processing segment for the new CAMS II system. The new system will process requirements specifications through user-oriented, preformatted terminal displays and a general query language. CAMS II will be organized into a series of interlinked files providing CAMS II users with access to an extensive and integrated store of imagery-related data. CAMS II data access is centered around the following parameters:

- Nominations
- Targets
- Requirements
- Accomplishments
- Tasking
- Monitoring
- History

In addition to the above, CAMS II will generate numerous reports. Future requirements are for both online and offline reports dealing with such areas as accomplishments, planning, resource utilization, cost/target analysis, film distribution, and data entry. These reports will be produced on either a scheduled or an as-needed basis. ODP also is planning and budgeting for the implementation of a graphics capability. ODP's objective is to develop the processing segment for the new CAMS II system and have it operational by FY84.

DA2: Message-Handling Facility (MHF)

Replacement and upgrading of the existing message-processing system is primarily an OC responsibility. The new project will be an integrated system to provide a comprehensive, automated, two-way message-handling and message-dissemination facility. It will replace and enlarge the current Cable Dissemination System with easily expandable, commercially available hardware and software language. MHF will ensure that electronic data are transmitted rapidly and accurately. ODP plans to fully support OC in software development and hardware selection. ODP will share reporting responsibilities, as requested by OC. The objective is to achieve an initial operating capability by FY84.

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DA3: Automated Compensation and Information System (ACIS)

The Automated Compensation and Information System (ACIS) is a joint ODP and Office of Finance (OF) effort to consolidate and update the Agency's payroll system. The aim is to have an online information database using the current information systems. Oriented toward reducing OF's manual workload, primary attention is given to automating manual functions, consolidating existing payroll systems, and optimizing data transfer between ACIS and other automated systems. Major ACIS objectives are to:

- Provide an integrated management-information system through consolidating similar payrolling functions across the four existing systems.
- Provide entry of all required payroll data with minimal Compensation Division/OF manual intervention.
- Automatically compute pay, leave, deductions, and allotments in accordance with current law and policy.
- Automatically record required historical data and provide timely access to this data through a flexible query and reporting capability.
- Provide system design and software maintenance documentation that will expedite timely changes.

DA4: Logistics Integrated Management System (LIMS)

To meet DA needs, an efficient and flexible logistics automated system must be developed. The system must include or communicate with materiel management systems within the Agency, as well as access GSA and Department of Defense supply systems with adequate security controls. Every effort will be made to integrate and streamline supply, procurement, and financial requirements, and to provide a database for a management-information system.

DA5: Automated Office

Several related activities under this objective that present opportunities for end-users to develop individual systems structured to their own needs and priorities. The hardware and software will be friendly and adaptable to a normal office environment. Among the items to be included in this activity are:

- Selecting a standard word processor.
- Developing a VM-based word-processing service.
- Developing the Automatic Information Management (AIM) system.

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- Establishing output media centers.
- Providing training and documentation support.
- Developing a graphics capability.
- Establishing a procedure for remote-device support.

## 5. FIRST-YEAR SCHEDULE

The first-year schedule is designed to delineate and forecast accomplishments and targets on a quarterly basis. Attached are the "Objective and Action" plans for each of the objectives cited in paragraph 4 of this report.

## 6. RESOURCE IMPLICATIONS

The critical resource implications and potential budgeting problems for the five ODP objectives are listed below.

### CAMS

Resources provided for the development of the processing segment of CAMS II in the initial year, 1982, are inadequate because there are more contractor personnel on hand than anticipated at the beginning of the



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### MHF

Resource estimates for the Message Handling Facility (MHF) objective will be developed by the Office of Communications.

### ACIS

The Automated Compensation and Information System (ACIS) currently is in a state of intensive review and final resource needs will be developed as soon as all requirements are known. A meeting with the Office of Finance is scheduled for late January 1982 to discuss resource requirements and project-schedule issues.

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**LIMS**

Resources for the Logistics Integrated Management System (LIMS) objective will be the responsibility of the Office of Logistics. ODP is working with OL to determine resource requirements.

**Automated Office**

The Automated Office objective will utilize a variety of skills with Applications and Processing personnel being involved in various aspects of development and implementation. ODP will continue to budget for some but probably not all terminals, while individual components will budget for WPE. ODP plans to provide these resources as an extension of the central computer facility service. For example, should such services as AIM become widely used, online storage requirements would significantly increase and the hardware schedule (long range) for VM service enhancements would have to be accelerated. Resource implications will be reviewed at the quarterly meetings.

/s/ Bruce T. Johnson

SUBMITTED: \_\_\_\_\_

Director of Data Processing

APPROVED: \_\_\_\_\_

Deputy Director for Administration

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OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	PERIOD	STATUS										
ODP-DA1	ODP		OCT - DEC	+										
The CAMS objective is two-fold: 1) To continue to provide computer services to PTO and the Intelligence Community to maintain CAMS1, and; 2) To develop the CAMS2 Processing Segment in response to new requirements to support both a new and improved collection system plus improved exploitation reporting in the mid-80's timeframe. CAMS2 will provide the management tools to support PTO and the Intelligence Community in the management of PHOTINT requirements.			JAN - MAR	+										
			APR - JUN	=										
			JUL - SEP	=										
			+ EXCEEDING PLAN = MEETING PLAN - REMAINING PLAN											
ACTION PLAN (Milestones)			COMPLETION MONTH: SCHEDULED O: ACTUAL X											
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. CAMS2 Operations Concept a. First Draft Issued b. Final Publication			O	---	X									
2. CAMS2 Requirements Document a. First Draft Issued b. Final Publication			---	---	X			X						
3. CAMS2 Development Contract a. RFP Issued b. Contract Award Process c. Contract Data Requirement List			---	---	---	X		O				X		O
4. CAMS2 Independent Verification and Validation (IV&V) Contract a. RFP Issued b. Contract Award Process							O			O		O		Y
5. CAMS2 Preliminary Design												O		Y
6. CAMS1 On-Going Support			O											O

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### OBJECTIVE AND ACTION PLAN STATE

OBJECTIVE NO. ODP-1A2	OFFICE OC/ODP	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		STATUS			
				WKYR	DOLLARS	PERIOD	+	=	<
OBJECTIVE Message Handling Facility (MHF) (To be completed by Office of Communications)						OCT - DEC			
						JAN - MAR			
						APR - JUN			
						JUL - SEP			
						+ EXCEEDING PLAN			
						= MEETING PLAN			
						< BEHIND PLAN			

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O: ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

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**OBJECTIVE AND ACTION PLAN**  
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<b>OBJECTIVE NO.</b> ODP-DA3	<b>OFFICE</b> OF/ODP	<b>RESPONSIBLE OFFICER</b> _____	<b>FY</b> _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">FY RESOURCE ESTIMATE</th> </tr> <tr> <th>WKYR</th> <th>DOLLARS</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	FY RESOURCE ESTIMATE		WKYR	DOLLARS													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">PERIOD</th> <th colspan="3">STATUS</th> </tr> <tr> <th>+</th> <th>=</th> <th>&lt;</th> </tr> <tr> <td>OCT - DEC</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>JAN - MAR</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>APR - JUN</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>JUL - SEP</td> <td> </td> <td> </td> <td> </td> </tr> </table> <p>                         + EXCEEDING PLAN                          = MEETING PLAN                          &lt; BEHIND PLAN                     </p>	PERIOD	STATUS			+	=	<	OCT - DEC				JAN - MAR				APR - JUN				JUL - SEP			
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OCT - DEC																																												
JAN - MAR																																												
APR - JUN																																												
JUL - SEP																																												
<b>OBJECTIVE</b>  Automated Compensation and Information System (ACIS) (The objective and action plan is under development at this time. As soon as a definitive plan is available it will be forwarded.)																																												
<b>ACTION PLAN (Milestones)</b>			COMPLETION MONTH: SCHEDULED O, ACTUAL X																																									
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP																														

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OBJECTIVE NO. ODP-DA4	OFFICE OL/ODP	RESPONSIBLE OFFICER	FY		FY RESOURCE ESTIMATE		PERIOD		STATUS	
OBJECTIVE  Logistics Integrated Management System (LIMS) (To be completed by Office of Logistics)					WKYM	DOLLARS			+	=
							OCT - DEC			
							JAN - MAR			
							APR - JUN			
							JUL - SEP			
							↑ EXCEEDING PLAN			
							= MEETING PLAN			
							< BEHIND PLAN			

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O: ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

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OBJECTIVE AND ACTION PLAN

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OBJECTIVE NO.	ODP-DA5	OFFICE	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS
		O/DD/P			MYR	DOLLARS		
OBJECTIVE							OCT - NOV	
Office Automation							DEC - JAN	
Area 1 - Word Processing and Text Composition							FEB - MAR	
							APR - MAY	
							JUN - JUL	
							AUG - SEP	
							+ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN	

ACTION PLAN (Milestones)

COMPLETION MONTH: SCHEDULED O; ACTUAL X

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Select Standard WP Terminal (Note: Milestones A3-A7 slipped 2 1/2-3 months)												
1. Market Survey	X											
2. Draft RFP	X											
3. Revise Draft RFP												
4. Release RFP												
5. Receive Proposals												
6. Evaluate Proposals												
7. Contract Award												
B. Implement a Host (VM based) Service												
1. SCRIPTX Interface												
2. Error Recovery Logic												
3. Basic Text Edit												
4. Full Text Edit												
5. Print/Utilities												
6. Testing/Documentation												
C. Implement a Local (7260 based) Service (No scheduled milestones)												

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OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. ODP-DA5	OFFICE O/DD/P	RESPONSIBLE OFFICER	FY		FY RESOURCE ESTIMATE		PERIOD		STATUS	
OBJECTIVE  Office Automation Area 2 - Electronic Mail (AIM)					WKYR	DOLLARS	OCT - DEC	+	=	<
							JAN - MAR			
							APR - JUN			
							JUL - SEP			
							+ EXCEEDING PLAN			
						= MEETING PLAN				
						< BEHIND PLAN				

  

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Initial AIM Implementation (Processing)												
1. Phase 1 Production	O											
2. Implement new file system					O							
3. Publish User's Guide	O	.....	O									
B. Initial AIM Testing (Applications)												
1. Develop test plan	O	...O										
2. Develop test procedures			O...O									
3. Complete test report				O...O								

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OBJECTIVE NO. ODP DA-5	OFFICE O/DD/A	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS + = <
OBJECTIVE			WKYR	DOLLARS			
Office Automation Area 3 - Output Media Centers						OCT - DEC	
						JAN - MAR	
						APR - JUN	
						JUL - SEP	
						+ EXCEEDING PLAN	
						= MEETING PLAN	
						< BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Complete Requirements Documentation (Applications)	0	-----	0									
B. Complete Systems Configuration (Processing/Applications)			-----	-----	0							
C. Complete Systems Installation (Processing)				-----	-----	0						

OBJECTIVE AND ACTION PLAN  
Approved For Release 2003/11/05 : CIA-RDP84-00933R000400100020-7

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OBJECTIVE NO.	ODP-DA5	OFFICE	O/DD/A	RESPONSIBLE OFFICER		FY	FY RESOURCE ESTIMATE	PERIOD	STATUS
OBJECTIVE	Office Automation Area 4 - Training					MYR	DOLLARS	OCT - NOV	
								DEC - JAN	
								FEB - MAR	
								APR - MAY	
								JUN - JUL	
								AUG - SEP	
									↑ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O, ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Begin Comprehensive Review				O								
B. Publish Findings and Recommendations												O

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OBJECTIVE NO. ODP-DA5	OFFICE O/DD/A	RESPONSIBLE OFFICER	FY		FY RESOURCE ESTIMATE		PERIOD		STATUS	
OBJECTIVE					WKYR	DOLLARS			+	=
Office Automation							OCT - DEC			
Area 5 - Graphics							JAN - MAR			
							APR - JUN			
							JUL - SEP			
							+ EXCEEDING PLAN			
							= MEETING PLAN			
							< BEHIND PLAN			

  

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Visual Aids		O										
B. GENIGRAPHICS Interface (FY83)											O	
C. DICOMED Interface (FY83)											O	

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OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. ODP-DA5	OFFICE O/DD/P and O/DD/A	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS + = <
OBJECTIVE				WKYR	DOLLARS		
Office Automation Area 6 - Remote Devices Support						OCT - DEC	
						JAN - MAR	
						APR - JUN	
						JUL - SEP	
					+ EXCEEDING PLAN		
					= MEETING PLAN		
					< BEHIND PLAN		

ACTION PLAN (Milestones)		COMPLETION MONTH: SCHEDULED O; ACTUAL X											
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A. Networking													
1. Design 100													
a. Release 1													
b. Improved procedures													
2. ETECS													
a. Release 2 (tape support)													
b. Release 3 (specifications)													
3. NBI													
a. Release 1													
b. Release 2													
4. WANG Support (No scheduled milestones)													
5. Standard WP Support (No scheduled milestones)													
B. File Transfer and Code Translation													
1. NBI to SCRIPT (No scheduled milestones)													
2. SCRIPT to NBI (No scheduled milestones)													

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